

NIH POLICY MANUAL

54306 - INSTITUTIONAL CONTROL OF RESEARCH GRANT APPLICATION FORMS

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A. Purpose:

This chapter describes the procedures for the supply and control of research grant application forms.

B. Applicability:

This chapter is applicable for all types of research grant applications and all grantee organizations.

C. Background:

Grantee organizations generally have established a central application control office, which serves all components of the organization. These offices maintain, stock, and distribute copies of competing and noncompeting application forms to investigators. In addition, the Division of Research Grants (DRG) automatically sends computer-prepared, noncompeting application face pages and special instructions to the application control offices on a timely basis.

D. Responsibilities:

1. For new and competing continuation applications (Form PHS-398), DRG, upon request, supplies the grantee organizations' central application control offices with applications. These offices then serve as the source of applications for applicant investigators and maintain careful control over the distribution of the applications.
2. For noncompeting continuation applications, (Form PHS-2590), DRG provides to the grantee organizations' application control offices, on about the 15th of each month, a listing of all noncompeting continuation applications with budget start dates four months hence. DRG also furnishes a similar listing to each NIH awarding component. Accompanying the list to the grantee organization is a computer-prepare application face page to be used in completing each of the applications involved, mailing labels for each application, and instructions. The grantee organization is responsible for ensuring that applications are prepared

in accordance with both NIH and organizational policy and for establishing in-house receipt dates to ensure return of completed applications to the awarding component at least 60 days prior to the start date of the next grant period.

3. Noncompeting continuation applications that are entering their final year of previously recommended support will be identified on the DRG listing with an asterisk. Those entering their next to last year of previously recommended support will be identified with two asterisks. Those individuals identified by asterisks will be sent special instructions. DRG does not furnish any further reminder of terminating support.
4. In all cases, when it is necessary to convey special instructions to the principal investigator of the up- coming application, the NIH awarding component may communicate directly with the investigator concerning the material that has been sent to the application control office pertaining to the project.
